



November 19, 2003**OKLAHOMA BULLETIN NO. OK250-4-15****SUBJECT: FNM – Overtime Requests**

Purpose: To provide employees with information and guidelines for requesting compensable time.

Expiration Date: September 30, 2004

Compensable time for FLSA exempt employees is defined as all work performed by an employee outside the basic workweek and/or compressed work schedule that is officially ordered or approved, or actively induced by a supervisory official who has been specifically delegated the authority to do so. For FLSA non-exempt employees, all time spent by an employee performing an activity for the benefit of and under the control or direction of an agency is compensable, to include paid non-work time (e.g. paid leave, holidays, compensatory time and excused absences). There are two basic types of compensation: overtime pay at 1 1/2 times hourly rate of pay; and, compensatory time off in lieu of overtime pay.

Overtime compensation for exempt employees is limited to 1 1/2 times the hourly rate of pay for a GS 10 step 1 with total compensation for the pay period not to exceed the biweekly rate of pay for a GS 15 step 10. Compensatory time for exempt employees is also capped off at the biweekly rate of pay for a GS 15 step 10.

In most instances, work outside normal work schedule hours will not be permitted for **non-exempt** employees without prior approval. Compensable time for **exempt** employees will be very limited. All work outside of normal work schedules should be documented. No "informal" comp time will be allowed.

Exempt employees working outside their work schedule will be considered voluntary unless prior approval is obtained, or specifically directed to work by their supervisor.

Examples of potential compensable time include: night meetings (directly related to successful execution of their duties), EWP, and critical workload completion, where the employee is directed to complete the assignment in writing.

Supervisors desiring **non-exempt** employees to attend meetings outside work hours must submit written justification and receive approval in advance. Examples could include meeting a soil conservationist's training needs, substituting for absent employee, or report on critical agency business that requires the employee's presence.

In the event that unexpected or unplanned compensable work happens outside the employee's normal work schedule, a request for post-approval will be completed, approved, and sent to the employee's timekeeper **before** the applicable pay period T&A is electronically submitted.

MORE

DIST: AE

Total work time, including compensable time, may not exceed 12 hours per day. The only exception is pre-approved overtime for construction inspectors who must be present when the contractor is working. In that case, the total work time will be limited to 14 hour per day.

Employees needing to request paid overtime or compensatory time should use the memo format attached to this bulletin. Pre-approval requests should be submitted allowing adequate time for approval through administrative channels. **Employees are responsible for submitting requests for post-approval within one working day after working compensable time to their supervisors for concurrence. Supervisors will forward comp time requests to the appropriate State Staff supervisor for review and approval.** All requests for paid overtime will be sent to the State Conservationist for approval. All original approved OT/Comp time requests should be sent to Financial Management and a copy sent to the electronic timekeeper to be retained with the employee's T & A.

Form OK-Pers-2 may be used by supervisors to request overtime for watershed and EWP work. The original of this form is retained by FNM and a copy is sent to the electronic timekeeper. Supervisors submitting OK-Pers-2 should ensure FLSA non-exempt employees wanting to earn compensatory time in lieu of overtime make a written request.

District Conservationists and RC&D coordinators have approval for compensatory time for attendance at district board or RC&D council meetings that fall outside their regular tour of duty. Employees engaged in this activity will not be required to submit requests for supervisory approval. The weekly schedule will be documented appropriately to support these time charges.

Every employee/supervisor will be responsible for resolving all Title 5/FLSA work hours within the pay period the work is performed. General approvals of overtime or comp time are disallowed. Each instance of a non exempt or exempt employee working outside their prescribed hours will be processed specific to each individual and pay period. Supervisors are to assist employees who accumulate comp time to ensure that they use comp time within the current leave year, or the following leave year in which it is earned. NRCS policy discourages accumulations in excess of 40 hours. Supervisors are to work with employees to actively manage accumulations of comp time.

The following supervisors have the authority to approve compensation for work outside normal tours of duty (other than district board or RC&D council meetings).

OVERTIME

State Conservationist

COMPENSATORY TIME ONLY

Assistant State Conservationist

Field Operations

Operations

Programs

Outreach/Civil Rights

Environmental Resources/Information Technology

State Conservation Engineer

State Soil Scientist

State Administrative Officer

State Resource Conservationist

MORE

Request and use of comp time and overtime will be closely monitored for budgetary purposes and to ensure fairness to all employees. Questions or interpretations of this policy should be directed through supervisory channels to Linda Garabedian or Babette Goodwin. Timekeeping questions should be directed to Financial Management.

/s/ - (Randy Freeland – Acting)

M. DARREL DOMINICK
State Conservationist

Attachment